



FY17 Nonprofit Arts Organization Capacity Building Grant Guidelines

DESCRIPTION

Capacity Building Grants are intended to support nonprofit organizations whose primary mission is the arts. Funding in this grant category is for **general operating expenses**. The purpose of the grant is to provide funding to help arts organizations that demonstrate best practices. Newly established arts organizations, arts organizations without paid staff, or arts organizations that have received fewer than three previous years of funding from Utah Division of Arts & Museums should apply in this category.

Deadline for grant submission: Friday, June 17, 2016 at 5:00 p.m.

Request range: up to \$2,500

This is a competitive panel reviewed grant. Funding is not based on previous grant funding levels. No organization is guaranteed funding from one year to the next.

FUNDING ELIGIBILITY

Who Can Apply?

- Nonprofit arts organizations with current 501(c)(3) designation from the IRS and *whose primary mission is the arts*.
- Government Agencies.
- Municipalities.

**If previously funded by UA&M, applicant must have complied with all UA&M final reporting requirements.*

Funds may NOT be used for the following:

- Funding for one-time projects.
- Building renovation, maintenance of facilities or capital expenditures including capital improvements, purchase or long-term lease of equipment or property.
- Travel outside of Utah.
- Programming completed prior to July 1, 2016.
- Fundraising events or galas including prizes, awards, benefits or associated hospitality (food, refreshments, etc.)
- Deficits.
- Employee or applicant's personal gain, paid political advertising, lobbying expenses, for-profit ventures or fundraising expenses.

- Activities that are restricted to an organization's membership.
- Indirect costs for facilities, administration, or other overhead are restricted to the federally-negotiated indirect cost rate or the de minimis indirect cost rate of 10%.

Division of Arts & Museums Grant Policies

- Organizations may only receive one Utah Arts & Museums grant per fiscal year.
- Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
- **Grants require a 1:1 cash match.**
- Charitable Solicitations Permit:
Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. In your application (if you are not a government agency or educational institution), we ask you to provide a copy of your current Charitable Solicitation Permit (CSP). You must upload either a current CSP or a brief explanation of your exemption. If you have questions about whether this applies to your organization or not, you can read the [law](#), or contact the [Department of Consumer Protection](#).
- All applicants must have a DUNS number. Learn how to apply for a [DUNS](#).
- Utah Arts & Museums funds must be spent in the state of Utah between July 1, 2016 and June 30, 2017.
- Legislative pass-through:
 - Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for Utah Arts & Museums grant funding.
 - Organizations that receive one-time legislative pass-through funding for operating expenses are eligible to apply for Utah Arts & Museums funding during any years that they do not receive legislative pass-through funding.
 - Organizations that receive one-time pass-through funding for a specific project may still be eligible for Utah Arts & Museums funding. The Division Director may take into account the frequency of such appropriation requests and the nature and purpose of the requested appropriation.
 - Organizations that receive pass-through funding for capital projects are eligible for Utah Arts & Museums funding.
- Grantees must send a letter of appreciation to their legislators thanking them for grant funding and must submit copies with the final evaluation report form. Additionally, one of the best opportunities to connect with legislators in person is at Arts Day on the Hill. Please put February 14, 2017 on your calendars and plan to attend.
- Grantees are required to file a final report for this grant online by August 1, 2017.
- Organizations must list their organization name and event information on [Now Playing Utah](#).
- Grantees must use **both** the **current** UA&M and NEA logos in published materials and publicity. Logos and style guides are available on our [website](#).

Educational Institution Eligibility

- Programming for which grant funding is sought must be open to the general public and easily accessible. The public (meaning those outside the institution) must comprise a significant percentage of those involved in or served by the activities.
- UA&M may not fund academic awards and/or work, including: fellowships, scholarships, or tuition fees for student work; as well as in-school curriculum projects and/or projects that are part of a required course or curriculum.
- Programming must be supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.
- Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget.
- Institutions are limited to one grant in an academic department in any given fiscal year.
- Academic departments are limited to one grant in any given fiscal year.

APPLICATION PROCESS

Deadline

A complete grant, with all attachments, must be submitted [online](#) by **Friday, June 17, 2016** at 5:00 p.m. MST.

If you have questions, please contact Laurel Cannon Alder, Grants Manager (801.236.7550 | lalder@utah.gov), or Racquel Cornali, Community Arts Coordinator (801.236.7541 | rcornali@utah.gov).

Funding Decisions

A panel of peers will review and score the applications based on the criteria in the guidelines. The process is overseen by the Utah Arts Council board. Grant awards depend on the total amount of funding requested, how the applicant scores in the review process, (with attention paid to regional and rural distribution of state funds), and the total amount of funding available. The Utah Arts Council Board of Directors reviews and approves final funding recommendations. Following board review, applicants are notified and contracts are sent. Applicants must sign and return contracts before payment can be made.

Grants Open	April 25, 2016
Grants Close	June 17, 2016
Panel Review	July 2016
Board Approval	Late Summer 2016
Funding Notification	Summer 2016
Payment Disbursed	After September 1st

GRANT PREPARATION & REVIEW CRITERIA

General Information

- On the first page of your application, provide a 2-3 sentence description of your organization. This text will go on your contract (if funded), and panelists will use it as a quick reference guide.
- Basic contact information, Federal Employer Identification Number (EIN), DUNS number, and Charitable Solicitations Permit (CSP).
- Upload one screenshot of your event or organization listing on Now Playing Utah.
- Number of full-time and part-time employees, volunteers, and seasonal workers.
- Total annual attendance at events.
- Organization's mission.

Artistic excellence in programs (30%): *Artistic excellence demonstrates the organization's potential to create art that meets the highest standards of excellence, engage the public with diverse art forms, enable participants to acquire knowledge or skills in the arts, and/or strengthen communities through the arts. What constitutes artistic excellence may vary in relation to the organization's mission, audience and community.*

- Provide a detailed description of the arts-related programming and services your organization will deliver.
- Describe what artistic excellence means in relation to your programming and mission.
- Tell us the methods that will be used to ensure high artistic excellence (e.g. how you will plan your season, how you select teaching artists, who provides artistic leadership, how you will establish your programmatic standards, etc.)
- Please provide up to three samples that demonstrate artistic merit of recent work. You may upload a TOTAL of three samples as either weblinks or PDFs. (There are two questions on the application for this. You may upload/submit information on either question, but your total samples may not total more than three.)

Community involvement and access (40%): *Community involvement demonstrates the organization's efforts to understand and serve its community, its efforts to be inclusive of individuals from all demographic backgrounds, physical and cognitive abilities, as well as the community's support of the organization.*

- Describe the community you serve and the impact of your work within your community.
- Describe how your organization engages with underserved populations whose access to the arts is limited (e.g. by geography, ethnicity, economics, etc.).
- Describe evidence of community support for programs as demonstrated by initiatives, partnerships, or collaborations.
- If your organization provides programs that reach K-12 or life-long learners, please describe.

- Does your organization comply with ADA and [Section 504 accessibility requirements](#) to accommodate for people with disabilities?
- How does your organization help people who are differently-abled have more meaningful access to your programming?

Sound management (30%): *Sound management demonstrates an organization’s ability to carry out its proposed activities, including administrative support, resources involved, quality of planning, and plans for evaluation and improvement.*

- Explain your organizational structure including board make-up/selection process; staff make-up and responsibilities; and consistent volunteer involvement over the last completed fiscal year.
- Upload your long range or strategic plan in this section if you have one.
- What types of marketing and audience development strategies are you using? Include your method for reaching audiences who do not typically engage in your programming.
- How will you evaluate organizational/programmatic effectiveness? What form(s) of evaluation will you use?
- Describe your sources of funding and fundraising strategies. Identify and list other sources or means of support (volunteers, in-kind, cash, partnerships, etc.) Answers to this question should be accurately reflected in your budget.
- Total operating budget for the current fiscal year.
- Upload General Operating Grants Budget form found at artsandmuseums.utah.gov. Retain a copy of your completed budget. You will be required to update your budget with actual numbers and re-attach it to your final report.

CONTACT INFORMATION

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